

VACANCY ANNOUNCEMENT

SOLICITATION NUMBER: USAID/Jordan-EXO-10-003

OPEN TO: All interested Current Employees of the Mission

POSITION: Project Management Assistant
Water Resources & Environment Office

OPENING DATE: May 13, 2010

CLOSING DATE: May 26, 2010

WORK HOURS: 40 hours/week

SALARY: JD11,957 – JD19,731
Position Grade Level 9

PLACE OF PERFORMANCE: Amman, Jordan

USAID/Jordan has an immediate vacancy for a Project Management Assistant in the Water Resources & Environment Office (WRE). This is a Personal Services Contract (PSC) position, grade FSN-09. The work schedule is 40 hours per week. The salary level of the selected candidate will be determined based on meeting the required qualifications and documented previous salary history. Applicants who do not meet the minimum number of years of experience may also be considered only after it is determined that there are no qualified candidates. Should such an applicant be chosen for the position, the starting salary will be set at a trainee level. Trainee-level appointments will require the employee to work for a certain period of time before the employee is eligible for the FSN-09 level.

Basic Function:

The Project Management Assistant (PMA) manages the Date Palm Nursery and Training Center Activity, is the Agreement Officer Technical Representative (AOTR) for the cooperative agreement with EcoPeace/Friends of the Earth/Middle East (EcoPeace/FOEME), and manages the inter-agency agreements with Peace Corps and the U.S. Environmental Protection Agency, and residual activities under the cooperative agreement for the Hazardous and Medical Waste Program.

The incumbent also manages other small grants and activities under the Environment program. S/he also assists the Water Resources and Environment (WRE) Director and each team leader in the water and environment areas, and the Contracting Officer

Technical Representative (COTR) and the AOTRs, with a variety of management, research, monitoring, analytical, budgeting, and procurement functions related to the Water Resources and Environment Office portfolio. This includes all programs under the water and environment portfolios.

Major Responsibilities:

Activity Management:

The incumbent assumes full responsibility for managing a varied portfolio valued at approximately \$5.0 million annually. S/he manages:

1. AOTR for the cooperative agreement with Eco Peace/Friends of the Earth Middle East (FOEME);
2. AOTR for the grant with the Jordanian Hashemite Fund for Human Development (JOHUD) for the Date Palm Nursery and Training Center project;
3. COTR for the interagency agreement with Peace Corps to Enhance Water Awareness;
4. Alternate COTR for the interagency agreement with the U.S. Environmental Protection Agency (USEPA); and
5. Alternate AOTR for the cooperative agreement with ICMA for the Hazardous and Medical Waste Program.

These responsibilities include, as required, full COTR/AOTR duties such as project implementation and monitoring, site visits, and working with host country counterparts, and local and international implementing partners.

The incumbent is also responsible for the development and implementation of small grants activities in the environment sector. The specific duties of the PMA related to the EcoPeace/FOEME activity monitoring activities in participating communities in the Jordan Valley, and communicating with USAID/West Bank-Gaza and USAID/MENA on all regional and cross-border aspects of the activity. Other EcoPeace/FOEME-related duties include managing funding, and all financial, reporting and implementation issues.

The incumbent will also maintain regular contact with Ministry of Environment (MOE) staff assigned to the activity. The incumbent serves as Senior Project Manager for water and environment projects, as needed. In this capacity, s/he will prepare project implementation documents, coordinate project activities with relevant ministries and Jordanian organizations and manage all USAID inputs for successful implementation of project(s). S/he will provide oversight for implementation of all water and environment non-governmental organization (NGO) activities in the sector including management of contract team(s), project consultants, and NGO grants to ensure that project activities are implemented according to approved work plans.

Program Implementation:

The incumbent provides technical support to the WRE in overall project implementation. This includes project management assistant support for the water and environment sectors with a life of project (LOP) funding of over \$250 million, and includes more than 20 separate activities from 2008-2014.

1. Document Drafting: Assists in drafting necessary project management documents; follows up on management issues; and responds directly to contractor/grantee requests.
2. Modified Acquisition and Assistance Request Documents (MAARDS): Upon receipt of scopes of work and/or action memos from project management specialists, drafts MAARDS including the preparation of face sheet, developing the activity budget, and waivers, as necessary.
3. Participant Training and Invitational Travel: Upon receipt of approved participant training list, or invitational travel request, develop documentation for participants, coordinate with Embassy, Office of Program Management (OPM), and appropriate line Ministry to ensure that all visa and exit requirements have been met and, if appropriate, that contractor has secured necessary insurance for participants.
4. Customs and Tax Exemptions: Provide technical assistance to WRE secretarial staff responsible for preparing customs and tax exemption letters for contractors and grantees.
5. Commodity Procurements: Provide support to project management specialists in commodity procurement and logistics by reminding counterparts of tax, duty and customs responsibilities for off-shore procurement. The incumbent is responsible for ensuring that the commodities ordered and received are in accordance with the procurement and shipping specifications. This includes conducting site inspections and audits.
6. End-Use Checks: Monitors commodity distribution and utilization by conducting site visits to contractor and grantee headquarters offices in Jordan to conduct "end use checks;" ensure that all USAID donated commodities are appropriately identified.
7. Reporting: Assists the WRE Office Director and technical team leaders to collect, analyze and prepare water and environment statistics, reports, graphs and charts based on information gathered from implementing agencies and USAID-funded cooperating agencies and contractors. This data will be used to monitor performance of all WRE programs and serve as a basis for preparation of semi-annual and annual portfolio reviews. Coordinates the process for Semi-annual Review Report (SAR) for more-than 20 activities.

Program Management:

The incumbent is responsible for developing and maintaining several program managements systems for both of the WRE teams. These include:

1. **Procurement Management Database:** This database tracks all WRE procurements by SO Team, by type of procurement, and by the date of each procurement. This system is highly flexible and can be manipulated to produce many different reports, reminders, and spreadsheets to meet WRE and the Contracting Office requirements. The incumbent will lead a team to refine the system to include a database of procurement documents linked to the individual contract mini-databases that make up the complete database.
2. **Program Documentation Management System:** This system will log and track all WRE approved program documentation including concept papers, program approval action memos, MAARDS, waivers, and justifications, by sector, by activity, and by type of document. This system will be linked to the Procurement Management Database to provide complete, clear and current information on all WRE programs and activities.
3. **Budget Management Database:** This database is linked to the Procurement Management Database and tracks both WRE sector-budgets and is fully-aligned with the Operational Plan process. The PMA is responsible for maintaining the integrity of the system and ensuring that planned budget expenditures exactly track with planned budgets as per the Operational Plan and that any deviations are fully justified and documented.
4. **Outreach Management System:** This system will log and track all WRE outreach and briefing events and will be used to coordinate these events with other offices, including the Program Office and the Front Office. This system will also be used to track and archive documentation related to outreach events, including scene setters and other briefing materials. The PMA will update this system on a monthly basis.

Financial Planning and Reporting:

The incumbent leads the management of all WRE resource processes, including the development of planning, reporting, and review of documents. Assists in budget preparation and analysis for water and environment portfolios including the calculations of mortgages, pipelines, obligations, sub-commitments, sub-obligations and accruals. S/he works with Office of Program Management on annual Field Support tables for the environment sector. The incumbent works with Financial Management Office to track and de-obligate funds when needed. S/he also manages the close-out process for WRE for all activities, coordinating closely with the Contracting Office.

Minimum Qualification Criteria:

In order to qualify for the position above, the applicant must meet all of the following criteria, clearly demonstrated in the curriculum vitae (CV) or cover letter. Applicants

must address each criterion with specific and comprehensive information supporting each item. If the application submitted fails to demonstrate eligibility, the application will be marked unqualified. It is the responsibility of the applicant to provide all pertinent information. All documents written in Arabic must be translated into English, and both the Arabic and English documents submitted.

Qualification Criteria:

1. Certificate of Completion of secondary school, AND at least one of the following:
 - Certificate of completion in an Office Management training program; or
 - Certificate of completion in an Executive Secretarial Program; or
 - Completion of a University Degree.

Supporting documentation must be included in the application.

1. Five years of progressively responsible work experience with development assistance in the fields of: resource allocation, program management, collection and interpretation of data, statistics and report writing.
2. Must have demonstrated the ability to obtain, organize, analyze, and evaluate data. Must have demonstrated the ability to organize and draft precise accurate reports with minimal grammatical errors, and provide briefings. Must have demonstrated flexibility in work approach; and ability to work under pressure. Must have demonstrated ability to take initiative, establish priorities and exercise sound judgment for recommendations and decisions within the incumbent's sphere of operation. Must have demonstrated the ability to establish and maintain counterpart contacts in host government and private section implementing agencies to deal with consultants and contractors.
3. Level IV (fluent) English and Arabic proficiency for both oral and written communication is required. At Level IV, an employee is required to possess a high degree of proficiency in both written and spoken English, including the ability to translate Arabic (modern standard) into precise and correct English, and English into precise and correct Arabic. On occasion, an employee at this level might be expected to act as an interpreter in situations where considerable importance is attached to proper word meaning.
4. Demonstrated computer skills in specialized software including Windows and Microsoft Office Suite are required. Demonstrated ability to navigate the Internet with ease is required.

Selection Process:

Applications will be initially screened for eligibility in accordance with the qualification criteria above. Applicants must address each criterion in their application in order to meet the minimum qualifications for this position. Top-ranked candidates who meet the minimum qualification criteria will be invited for testing. The test will be on any of the criteria previously mentioned and top-ranked applicants with passing marks will be invited for an interview. USAID will screen for nepotism/conflict of interest in determining successful candidacy. Employees must complete 52 weeks of employment in their

current position before being eligible to apply. Interested applicants for this position should submit the below listed forms electronically to:

email: usaidemployment@state.gov

- A. Optional Application for Federal Employment Form – OF-612; plus
- B. A current resume or curriculum vitae; plus
- C. Any other documentation (e.g., certificates, awards, copies of degrees earned) that address the qualification criteria of the position as listed above. All documentation must be translated into English.

Note: Application forms can be accessed from the Embassy web site:
http://jordan.usembassy.gov/job_opportunities.html

Point of Contact:

Point of Contact: Questions may be directed to the Human Resources office, USAID/Jordan, Tel: 5906000 ext. 6605/6673.